

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SENIOR NEIGHBORHOOD SPECIALIST

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Senior Neighborhood Specialist is the fourth level in a fifth level Code Compliance series. Incumbents are responsible for serving as a lead worker and for performing advanced enforcement of complex Building, Public Nuisance, and Zoning codes.

The Senior Neighborhood Specialist is distinguished from the Neighborhood Services Specialist by its responsibility for serving as a lead worker to other employees. The Senior Neighborhood Specialist is distinguished from the Housing Program Supervisor, which has first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|--|--------------|
| 1. | Makes work assignments, oversees the work of other staff, trains, prepares reports, and performs administrative tasks in the absence of the supervisor. | Daily
10% |
| 2. | Coordinates, schedules, and participates in conducting inspections of residential and commercial properties for compliance with applicable City building regulations and ordinances, ensuring buildings are structurally sound, have properly installed sanitary facilities, and have safe electrical and mechanical systems; provides advice and guidance regarding case actions. | Daily
10% |
| 3. | Consults with property owners and provides information on the application of existing codes, ordinances, and other approved standards for building construction, serving in a consulting capacity to property owners in regard to designing the rehabilitation and remodeling of residential buildings. | Daily
10% |
| 4. | Prepares correspondence to property owners related to the correction of various sub-standard conditions, including methods of repair. | Daily
10% |
| 5. | Plans, coordinates, and monitors a variety of special projects within the division associated with demolition and rehabilitation activities. | Daily
10% |
| 6. | Meets with citizens and assists in establishing neighborhood organizations to participate in Neighborhood Revitalization Program. | Daily
5% |
| 7. | Serves as a consultant for neighborhood organizations in developing constructive solutions to the problems within their neighborhood. | Daily
5% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
8.	Conducts complex and detailed research and performs related analysis to determine property ownership, history, approved uses, codes, and/or other applicable items.	Daily 5%
9.	Serves as a facilitator/liaison between neighborhood organizations, City departments, and external agencies in the implementation of the Neighborhood Revitalization Program.	Daily 5%
10.	Coordinates the handling and resolution of complaints with other divisions, departments, and external agencies.	Daily 5%
11.	Prepares and maintains a variety of reports regarding division operations.	Weekly 10%
12.	Participates in/on a variety of meetings, committees, task forces, and/or other related groups in order to receive and convey information.	Weekly 5%
13.	Participates in legal hearings, including preparing applicable legal documents and serving as an expert witness.	Weekly 5%
14.	May have primary responsibility for administering and coordinating applicable grant programs and activities within the division.	Varies 0 – 5%
15.	Receives and responds to inquires regarding code enforcement actions and/or limitations.	As required
16.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's degree in related field and three years of related technical experience is required;
- OR
- Two years as a Neighborhood Standards Specialist or Neighborhood Services Specialist;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (positions in this class typically require):

- Basic Class C License

Knowledge (depending upon assignment, position requirements at entry):

Knowledge of:

- Building and construction trades, methods, principles, practices and techniques;
- Advanced principles and techniques associated with rehabilitation, building inspection and property valuation;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Customer service policies, principles and practices;
- Recordkeeping principles and practices;
- General writing principles and report writing techniques;
- Computers and applicable software and database systems.

Skills (depending upon assignment, position requirements at entry):

Skill in:

- Prioritizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Providing customer services
- Preparing, analyzing, and maintaining operational records
- Using computers and applicable software applications
- Preparing clear, concise, and comprehensive records, reports, and other applicable written documents;
- Conducting inspections and investigations
- Detecting sub-standard maintenance, structural and sanitary defects, inferior or improperly used materials, and fire and safety hazards;
- Arbitrating disputes
- Preparing work specifications and accurate cost estimates for materials and labor for potential rehabilitation work
- Administering contracts
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties

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Skills (Continued):

Skill in:

- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Dealing tactfully with difficult people both telephonically and in person
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction
- Provide lead direction and oversight of work performed

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, travel and disruptive people.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008